

STATE OF MONTANA
DEPARTMENT OF PUBLIC HEALTH AND HUMAN SERVICES
MONTANA DEVELOPMENTAL CENTER
P.O. BOX 87
BOULDER, MT 59632

VACANCY ANNOUNCEMENT

INTERNAL/EXTERNAL POSTING

February 8, 2008

3 PAGES

Comment [COMMENT1]: 2/7/94
- There is a new header to use. If you have trouble with this, you can use the information on my desk. It has a new header information. Just follow the instructions that Dave gives you. Carol does not run these through her copier machine anymore. Remember when you are doing this posting and it is in-house or on-grounds, you do not use the immigration reform or the compensation data. This is just only for off grounds jobs.

Title:	Administrative Support	Position No.:	51071
Division:	Disability Services	Pay Band:	2
Location:	Montana Developmental Center Boulder, MT	Union:	Non-Union
Status:	Perm/Full-time	Starting Date:	As soon as possible
Salary:	\$16,747 - \$20,934 depending on qualifications	Supplement:	No

APPLICATION DEADLINE: Applications may be returned to the Montana Developmental Center, Personnel Office, Boulder, MT 59632 no later than 5:00 p.m. Tuesday, February 26, 2008. Applications may be faxed to 406-225-4414 or e-mailed to cbirtcher@mt.gov. Completed applications may also be submitted to your local Job Service office.

SPECIAL INFORMATION: 8:00 a.m. to 4:30 p.m. Monday through Friday.

Facility policy restricts smoking to designated areas.

Current certification of freedom from tuberculosis is required. A skin test will be provided by Montana Developmental Center for persons able to use this test.

REASONABLE ACCOMMODATIONS: Under state and federal law qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. An applicant must request an accommodation when needed. If you need any such accommodation, contact Donna Gilmer, Personnel Officer, at (406) 225-4439. TDD (Telephone Device for the Deaf) users may call 711 for assistance.

ESSENTIAL JOB FUNCTIONS:

- A. This position is part of the Administrative Support Section that processes letters, reports and forms accurately and independently from hard copy or transcription using computer/word processing equipment.
1. Electronically sorts and complies both simple and complex confidential text and numerical data to meet the clerical support function of facility staff members by retrieving, updating, merging, naming, and proofreading documents as required using clerical procedures, word processing and transcription equipment.
 2. Performs a wide variety of other clerical support tasks for staff such as answering phones, greeting visitors, sorting and distributing mail, ordering supplies, running errands, sending faxes, copying, filing, updating manuals, compiling reports and coordinating facility meetings and training functions.

AN EQUAL OPPORTUNITY EMPLOYER

KNOWLEDGE, SKILLS AND ABILITIES DESIRED:

Knowledge: Knowledge of office procedures and word processing systems; transcription equipment, medical terminology; English language including the meaning and spelling of words, composition and grammar; telephone equipment; general office machines and record keeping.

Skills: Communicating effectively; Time management; Judgment and decision making; Attention to detail; Agreeable acceptance and prompt execution of all work assignments; Greeting visitors and staff courteously; Accurate and correct word processing.

Abilities: - must have the ability to:

- 1) Read and understand information.
- 2) To organize information.
- 3) Use a keyboard proficiently (40 wpm as verified through local Job Service).
- 4) Work with many interruptions and to establish and maintain effective working relationships with employees, managers, clients and the public.
- 5) To meet daily and weekly deadlines.

EDUCATION AND EXPERIENCE REQUIRED:

Knowledge, skills and abilities are typically acquired through a combination of education and experience equivalent to high school or vocational school graduation with course work in business classes emphasizing word processing, office machines, clerical functions and two years of related work experience.

IMMIGRATION REFORM AND CONTROL ACT:

In accordance with the Immigration Reform and Control Act, the person selected must produce within three (3) days of hire documentation that s/he is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D. or a U.S. passport or a green card.

SELECTIVE SERVICE ACT:

In accordance with the Montana Compliance with Military Selective Service Act, the person selected, if male and born after January 1, 1960, must produce within three days of hire, documentation showing compliance with the federal Military Selective Service Act. Examples of this documentation include a registration card issued by Selective Service, a letter from Selective Service showing a person was not required to register, or information showing by a preponderance of evidence that a person's failure to register with the Selective Service was not done knowingly or willfully.

COMPENSATION:

This position is classified at a band 2 on the state's general pay plan. Permanent, full-time state employees are also provided paid health, dental and life insurance. Other benefits include a credit union, a deferred compensation program, "flexible spending accounts," public employees retirement system, fifteen (15) working days annual leave, twelve (12) days sick leave per year, paid holidays, and up to fifteen (15) days military leave with full pay.

APPLICATION AND SELECTION PROCESS:

This position is being advertised outside the Agency and in-house applicants must compete with the outside applicant pool.

Selection procedures to be used in evaluating applicants' qualifications may include, but are not limited to, an evaluation of the Montana State Application form; a structured interview; a performance test, reference checks and an extensive background check. Application materials required are:

1. Current MDC employees must submit a signed and completed Bid Request Form and any relevant transcripts, if not currently contained in the personnel file.
2. Other applicants must submit a signed and completed State Application for Employment to Montana Developmental Center, P.O. Box 87, Boulder, MT 59632, fax application to 225-4414 or e-mail to Cbirtcher@mt.gov. Applications may also be submitted to a Local Job Service Office.
3. Copy of relevant college transcript.

APPLICATION AND SELECTION PROCESS: - continued

4. Applications claiming the **Veterans' or Handicapped Persons' Employment Preferences** (See State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or the DPHHS (SRS) Certification of Disability form. NOTE: Veterans' and handicapped persons' preferences only apply when recruitment includes solicitation of applications from the general public.

Application materials can be obtained from the Montana Developmental Center Personnel Office.

Applications will be rejected for late, incomplete, or unsigned application materials. Applicants who make willful misrepresentation during the application process will be excluded from further employment consideration for the position or will be removed from appointment. This position is an advertisement for the solicitation of applications for the position. It is not intended to represent a contract between the employer and the applicant selected.